

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reduction in Agency Forms

DD/A Registry

83-0191/4

FROM:

EXTENSION

NO.

OIS 83-033/4

DATE

Director of Information Services  
1206 Ames Building

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

13 APR 1983

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ADDA

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FILE 70-4

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|---------------|
| DD/A Registry |
| 83-0191/4     |

12 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Information Services

SUBJECT: Reduction in Agency Forms

REFERENCE: Your Memorandum dated 1 April 1983; same subject  
(DDA 83-0191/3)*Harry -*

1. As you will note from the attached statistical report on the forms reduction effort, all the Directorates and the DCI area participated fully and gave their wholehearted cooperation. All Agency components have completed their review and the total number of official Agency forms now stands at 1720--a reduction of 313, or 15 percent, from the 2033 forms in existence on 1 January 1983. The results by Directorate are:

|          | Number of Forms | Forms Reduced | Percent Reduced |
|----------|-----------------|---------------|-----------------|
| DCI Area | 400             | 56            | 14              |
| DDA      | 1022            | 143           | 14              |
| DDI      | 179             | 26            | 15              |
| DDO      | 297             | 46            | 15              |
| DDS&T    | 135             | 42            | 32              |

I am sure you will agree that the figures are impressive, and most of the credit is due to the component records management officers who were responsible for coordinating the review of these forms within each office.

2. The Office of Personnel (OP) merits special mention. At the beginning of this exercise it had 341 official Agency forms; this equates to 85 percent of the forms in the DCI area and 16 percent of the total forms in the Agency. Just reviewing these forms was a monumental task, yet OP managed to reduce its forms by 30, a reduction of 9 percent.

3. Of particular note in the DDA are the Office of Finance (OF), the Office of Logistics (OL), and the Office of Security (OS), who together are responsible for 63 percent of the DDA forms. As in the case of OP, just reviewing these forms was a time-consuming job. OF reviewed 280 forms and eliminated 12, a reduction of 4 percent. OL reviewed 193 forms and eliminated 35, a reduction of 18 percent. OS reviewed 171 forms and eliminated 23, a reduction of 13 percent. The DDA and OP reduction is especially significant in that, while most of the forms of other Directorates and components are used only by that Directorate or component, the majority of DDA and OP forms are used in support of Agency-wide administrative programs.

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Attachment:  
As Stated



## FORMS REDUCTION STATISTICS

| <u>COMPONENT</u> | <u>NUMBER OF FORMS</u><br><u>1 January 1983</u> | <u>FORMS REDUCED</u> | <u>NUMBER OF FORMS</u><br><u>8 April 1983</u> | <u>PERCENT REDUCED</u> |
|------------------|---|----------------------|---|------------------------|
| <u>DCI AREA</u>  |   |                      |   |                        |
| O/DCI            | 3   | 2                    | 1   | 66 2/3                 |
| OP               | 341   | 30                   | 311   | 9                      |
| OGC              | 11  | 0                    | 11  | 0                      |
| OEXA             | 10  | 4                    | 6   | 40                     |
| O/COMPT          | 25  | 14                   | 11  | 56                     |
| ICS              | 6   | 4                    | 2   | 66 2/3                 |
| HISTORY STAFF    | 1   | 1                    | 0   | 100                    |
| OEE0             | 3   | 1                    | 2   | 33 1/3                 |
| TOTAL            | 400   | 56                   | 344   | 14                     |
| <u>DDA AREA</u>  |   |                      |   |                        |
| O/DDA            | 3   | 3                    | 0   | 100                    |
| OC               | 79  | 15                   | 64  | 19                     |
| ODP              | 55  | 10                   | 45  | 18                     |
| OF               | 280   | 12                   | 268   | 4                      |
| OIS              | 78  | 18                   | 60  | 23                     |
| OL               | 193   | 35                   | 158   | 18                     |
| OMS              | 97  | 14                   | 83  | 14                     |
| OS               | 171   | 23                   | 148   | 13                     |
| OTE              | 66  | 13                   | 53  | 21                     |
| TOTAL            | 1022  | 143                  | 879   | 14                     |

| <u>COMPONENT</u>      | <u>NUMBER OF FORMS</u><br><u>1 January 1983</u> | <u>FORMS REDUCED</u> | <u>NUMBER OF FORMS</u><br><u>8 April 1983</u> | <u>PERCENT REDUCED</u> |
|-----------------------|---|----------------------|---|------------------------|
| <u>DDI AREA</u>       |   |                      |   |                        |
| O/DDI                 | 18  | 4                    | 14  | 22                     |
| OGI                   | 29  | 5                    | 24  | 17                     |
| OCR                   | 87  | 9                    | 78  | 11                     |
| SOVA                  | 10  | 1                    | 9   | 10                     |
| OCPAS                 | 31  | 6                    | 25  | 19                     |
| OSWR                  | 4   | 1                    | 3   | 25                     |
| TOTAL                 | 179   | 26                   | 153   | 15                     |
| <u>DDS&amp;T AREA</u> |   |                      |   |                        |
| O/DDS&T               | 5   | 3                    | 2   | 60                     |
| OSO                   | 22  | 16                   | 6   | 73                     |
| ORD                   | 3   | 2                    | 1   | 66 2/3                 |
| OD&E                  | 11  | 0                    | 11  | 0                      |
| NPIC                  | 14  | 3                    | 11  | 21                     |
| OTS                   | 27  | 2                    | 25  | 10                     |
| FBIS                  | 53  | 16                   | 37  | 30                     |
| TOTAL                 | 135   | 42                   | 93  | 32                     |
| <u>DDO AREA</u>       |   |                      |   |                        |
| DDO                   | 297   | 46                   | 251   | 15                     |
| GRAND TOTAL           | 2033  | 313                  | 1720  | 15                     |

NOTE: The components not listed under the DCI area and the DDI are not responsible for any official Agency forms.

DDA 83-0191/3

DD/A REGISTRY  
FILE: 70-4

1 April 1983

MEMORANDUM FOR: Acting Director of Information Services

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Reduction in Agency Forms

REFERENCE: Memo dtd 31 Mar 83 to DDA fr AD/OIS,  
same subj (OIS 83-033/2)

1. The efforts of the Office of Information Services in reducing Agency forms are very commendable and gratifying. Please extend my appreciation to all of those who participated in this endeavor.

2. It is requested that you provide a final, detailed report by 15 April 1983 with respect to the number of forms which existed before this exercise began and the total number of forms reduced, with an indication of how well each directorate and the O/DCI did.

Harry E. Fitzwater  
Harry E. Fitzwater

EO/DDA:  (1 Apr 83)

Distribution:

Orig - AD/OIS

~~1~~ - DDA Subj w/ref (DDA 83-0191/2)

1 - DDA Chrono

1 - HEF Chrono

1 - EO Chrono

STAT

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reduction in Agency Forms

DD/A Registry

83-0191/2

FROM:

Acting Director of  
Information Services  
1206 Ames Bldg

EXTENSION

NO.

OIS 83-033/2

DATE

31 March 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EO/DDA

1 APR 1983

1 APR 1983

*[Signature]*

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~~ADDA~~

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DDA

1 APR 1983

*[Signature]*

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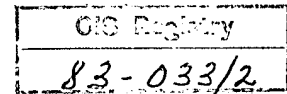
15.

*[Signature]*  
1-5: Suggested  
response attached.

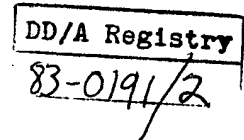
*[Signature]*

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March 31, 1983



MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Information Services

STAT

SUBJECT: Reduction in Agency Forms

REFERENCE: Your Memorandum dated 21 January 1983;  
same subject (DD/A 83-0191/1)

1. We are pleased to report that Agency components have made a concerted effort during the past two months to eliminate all unnecessary forms. As a result we have been able to abolish 233 additional forms, thereby reducing the total of Agency forms to 1,784--a reduction of 12 percent. Several components have not completed their review and, therefore, further reduction can be expected within a few weeks.

2. We are prepared to provide more detailed information if you feel it would be useful.

STAT





DD/A Registry  
83-0191/1

21 JAN 1983

70-4

MEMORANDUM FOR: Director of Information Services

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Reduction in Agency Forms

REFERENCES: A. D/OIS Memo dtd 17 Jan. 83, Same Subject  
B. DDA Memo dtd 22 Dec. 82, Same Subject

*Allen,*

1. I appreciate the concise outline presented in reference A regarding our forms reduction program. My aim at this particular time, however, is a major, ad hoc, concentrated effort over the next two months to achieve a significant reduction in forms. Toward this end, please ask your personnel to contact Agency components directing the latter to review all of their forms and to eliminate those which are obsolete. If you need any support from us on this activity, please advise.

2. I would appreciate a final report on your accomplishments by 31 March.

151 *Harry*  
Harry E. Fitzwater

EO/DDA/JMRay:ct (21 Jan 83)

Distribution:

Orig - Adse

1 - DDA Subj

1 - DDA Chrono

1 - EO Chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

83-01903

## Reduction in Agency Forms

FROM:

Allen R. Elkins  
Director of Information Services  
1206 Ames Building

EXTENSION

NO.

OIS 83-033

DATE

17 JAN 1993

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

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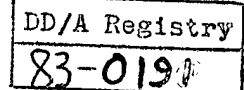
*EO/DDA* —  
*Comments phase*

1. It appears that the OIS reply is not responsive to the DDA's request to review all active forms. It is true that OIS has a very active Forms Management Program; however, a review with a goal of reducing the number of forms can only be accomplished as suggested in the memorandum from the DDA. That is, each Office of Primary Interest (OPI), including the DO, must review each form for which they are responsible. For example, the ODDA was the OPI for three forms--when these forms were reviewed by the ODDA RMO, she discovered that all three forms had been obsolete for years. However, they were still in the system and copies were still in storage.

2. I am sure that there is not another component in the DA where all of the forms have become obsolete; however, I am equally sure that a careful review by each component as suggested by the DDA can surface a large number of obsolete forms.

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STAT



17 JAN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins  
Director of Information Services

SUBJECT: Reduction in Agency Forms

REFERENCE: Your memorandum dated 22 December 1982;  
same subject (DD/A 82-2450/8)

1. The Office of Information Services maintains an active, ongoing forms management program as an integral part of the Agency records administration system. Our Records Management Division works throughout the year with Agency components on an office-by-office basis to review their forms and to eliminate those that are no longer current. Forms also are eliminated when we learn that procedures have changed that would obviate their need.

2. It is our policy and practice to provide continuing, systematic analysis and control of all Agency forms and related procedures to assure that they contribute toward efficient, economical operations. This requires the participation and cooperation of all elements of the Agency. I am pleased to report that such participation and cooperation have been evident Agency-wide. As an example, the Directorate of Operations conducts a thorough review every two years to identify and eliminate obsolete forms. It also eliminates outdated forms between reviews as they are identified.


3. As an indication of the success we have had in the forms program, the following results are noteworthy:

| <u>Year</u> | <u>New Forms Created</u> | <u>Forms Obsoleted</u> | <u>Difference</u> |
|-------------|--------------------------|------------------------|-------------------|
| 1980        | 94                       | 82                     | +12               |
| 1981        | 58                       | 151                    | -93               |
| 1982        | 52                       | 82                     | -30               |
| TOTAL       | 204                      | 315                    | -111              |

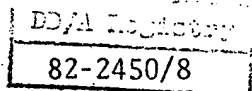
The Agency began the year 1983 with 2,033 official Agency forms. Since then 16 have been eliminated and no new forms have been created.

4. We recognize that there is always room for improvement in any of our programs, and we are renewing our efforts to eliminate nonessential Agency forms. We expect to eliminate at least 100 forms during 1983, and we may be able to improve on this figure as the advent of new word processing and other automated systems begins to affect the efficiency of Agency office operations.

STAT



Allen R. Elkins



22 DEC 1982

DD/A REGISTRY

FILE: 100-5

MEMORANDUM FOR: Director of Information Services

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Reduction in Agency Forms

1. As you are aware, the Administration has embarked on a program called Reform 88 which generally concerns improved management and efficiency in government. Although the existence of voluminous, Agency unique forms has not been specifically identified as an area for improvement, I believe there very well may be some degree of waste and duplication here.

2. I have been advised that there are about 2,000 Agency forms in existence at this time. Over this total, there are probably a substantial number of "unofficial" forms also being used. Given the costs involved in maintaining this large number of forms, we should make every effort to ensure that the official forms are essential. Toward this end, it is requested that the appropriate personnel in your office conduct an extensive review of all of the Agency forms currently in existence and provide me with a recommendation as to the number which may be eliminated. Please furnish me your recommendations by 1 February 1983.

Harry E. Fitzwater

Harry E. Fitzwater

EO/DDA/JMRay:cn (22 Dec 82)

## Distribution:

- Original - Addressee
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - HEF Chrono
- 1 - EO/DDA Chrono